




# WebTADS Overtime Request Overview

<https://webtads.nasa.gov>

To create a request, click on the  request overtime button in the top right area of the Timesheet.

## New Overtime Request for : TIGER, TIGER T

[Save for Later](#) [Submit for Approval](#)

Initiator:

Approver: SPANIEL, LADY C

Pay Period: 05/19/2002-06/01/2002

Status: New (not saved)

Justification:

Sitting Console for Space Station

The employee (or, point of contact or approver) can submit an overtime request.

Requests are made up to 6 pay periods in advance.

The request can be modified during the request/approval process.

Hours	Hour Type
12.0	OT Overtime
0.0	HW Holiday Worked
0.0	RCTE Religious Comptime Earned
0.0	CTE In Lieu Of OT Comptime Earned In Lieu Of Overtime

[Back to List Overtime Requests](#)

You are editing a NEW request. To complete this request:

1. Select an approver.
2. Select a payperiod (up to 6 in the future).
3. Type a justification.
4. Type hour quantities for each needed hour type.
5. Select 'Save for Later' or 'Submit for Approval'.

Note: Email is sent to the designated approver after 'Submit for Approval' is selected.

'er' need not be valid. 'Submit for Approval' requires a completed hour type to have hours greater than 0.

CTE In Lieu Of OT can only be requested by the employee.

Approve/disapprove commands are available on the overtime request summary page.


A justification is required to complete the overtime request.

An email notification is made when the request is submitted to the approver.

## Overtime Requests for : TIGER, TIGER T

[New Request](#)

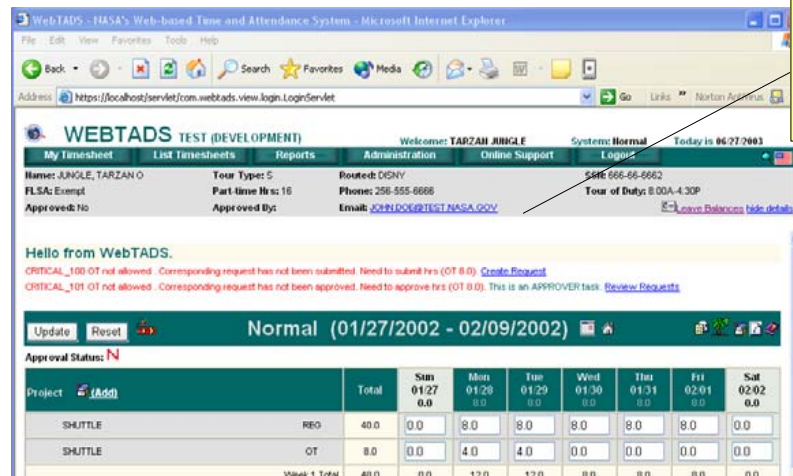
Id	Submitted	Status	Initiator	Employee	Approver	Details	Justification	Actions
1	05/01/2003	Submitted <a href="#">History</a>	MONSTER, MIKE M	TIGER, TIGER T	SPANIEL, LADY C <a href="#">Notify</a>	01/27/2002 - 02/09/2002 OT   12.0	Sitting console for Space Station.	<a href="#">Modify</a> <a href="#">Approve</a> <a href="#">Disapprove</a>
2	05/01/2003	Approved <a href="#">History</a>	MONSTER, MIKE M	TIGER, TIGER T	MONSTER, MIKE M <a href="#">Notify</a>	02/10/2002 - 02/23/2002 OT   4.0 CTE   8.0	Because... -- APPROVED on Thu May 01 10:53:31 CDT 2003 by MONSTER, MIKE M	<a href="#">View</a>

Note: Missing information is marked with . Withdrawn and Expired requests are not displayed in the above list.

To make an expedited request that pre-fills the request form with the hours "as-worked", click here.

## Quick Facts

- The overtime request and approval process is verified with timesheet edits.
- A CRITICAL error is generated when the request or approval is missing.
- Approvals may occur as late as the time of approval of the timesheet, which is typically after the payperiod has officially ended (WebTADS Monday)
- Approval may be made "after" the time worked



The screenshot shows the WebTADS interface in a Microsoft Internet Explorer browser. The page title is "WebTADS - NASA's Web-based Time and Attendance System". The user is logged in as "TARZAN JUNGLE" with a system status of "Normal". The page displays a "Hello from WebTADS" message and a table of overtime requests for the period 01/27/2002 to 02/09/2002. The table shows a total of 40.0 hours for the period, with 8.0 hours for OT and 32.0 hours for REG. The interface also includes a "Create Request" button and a "Review Requests" link.

Examples in this handout are taken from the WebTADS test database and use fictitious employees.

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